

TRANSPORTER



Alaska Department of Transportation & Public Facilities

Civil Rights Office
Civil Rights In Motion

2nd Quarter—2014



The DOT Civil Rights Office (CRO) jumped started 2014 with the launch of the Disparity Study and the Plan Holders Self Registration List (PHSRL) both projects requiring the participation of DBEs, Stakeholders and DOT personnel. The collaborative efforts by each participant allowed the Civil Rights Office to streamline concerns,

issues and have direct dialogue with those that use the DBE Program.

As an update to the Disparity Study we are in the final stages of finalizing the Disparity Study draft that will be available for public comments. We anticipate this to occur by mid July 2014.

On June 30th, 2014 PHSRL will have reached its 6 month mark since implementation. The CRO will be conducting an analysis of its use and assess GFE activity, DBE participation and utilization. We project to have this analysis completed by the end of third quarter.

In closing, the Civil Rights office is committed to the goals and objectives of the DBE Program. One way to ensure its success is through your continued support and participation. On that note, we would like to extend a heartfelt thank you for taking time out of your busy schedule to participate in these important initiatives, and the activities our office hosts. Remember to visit our website for program updates and events.

We truly value you and our doors are always open.

Dennis Good
CRO Manager



DOT Bidding Opportunities

<http://www.dot.state.ak.us/procurement/bidding/>

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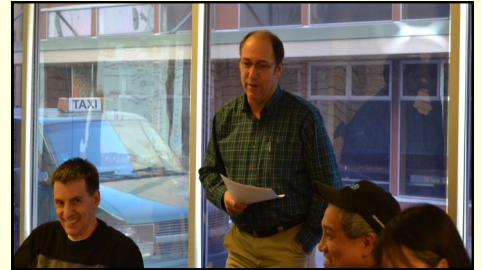


Our mission is to promote fair and equitable public service, advocating non-discriminatory treatment in providing transportation services.



Civil Rights—Support Services in Motion

The Support Services team launched 2014 by coordinating the Regional Directors Brown Bag Lunch Series in each region, participating in Procurement Technical Assistance Government Contractors Conference, facilitating the DBE Stakeholders Committee and setting up public forums for the Disparity Study, to name a few. The Support Services office is tasked with overseeing the reimbursement program, assisting DBEs with bonding, business consultation and referrals, prompt payment issues, marketing strategies and procurement opportunities. We do this in partnership with key stakeholders; Associated General Contractors of Alaska Procurement Technical Assistance Program, the Minority Business Development Agency and the Office of Small Business Disadvantaged Business Utilization.



Al Clough, Regional Director Southeast Region—
Regional Directors Brown Bag Lunch Series

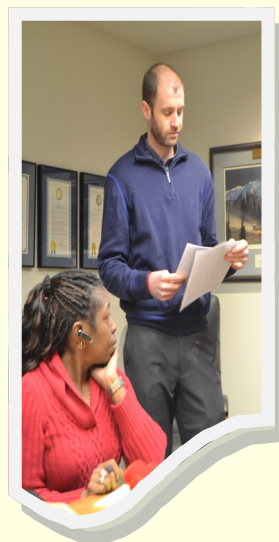
We are also in the of process developing a Mentor Protégé Program and have started the annual DBE conference coordination. Be on the look out for the Save the Date postcard.

Remember to call us if you have any questions, concerns or suggestions regarding the DBE program. We are your solution orientated office and look forward to your call.

Written By Norma M Lucero - Statewide DBE Program Coordinator



PTAC Government Conference



PHSRL Training being conducted by Sean Skibbie



News & Updates for DBEs

SUMMER IS THE SEASON FOR CONTRACT COMPLIANCE REVIEWS

It is officially summer in Alaska, which means tourists, sunshine, and of course, road construction. In accordance with FHWA requirements, the CRO is planning to conduct a contract compliance review (CCR) of ten active FHWA-funded projects. The CCR requires the DOT&PF to interview contractor employees on the project site, review contractor certified payrolls, analyze the contractor work force, and ensure that proper policies and procedures are in place to ensure compliance with Equal Employment Opportunity requirements.



Meeting these requirements requires compliance in several different areas, but there are some basic steps contractors can take to ensure a smooth CCR process. First and foremost, if a contractor is selected for a CCR, it is imperative that the contractor cooperate with the CRO to schedule a review during the period of the contractor's peak performance. This reduces costs to the state, ensures the contractor will be available for the CRO's site visit, and makes the entire process more efficient.

In addition, the CCR determines whether employees and members of the public are properly notified about required contractual requirements, in accordance with FHWA Form 1273 (DOT&PF Form 25-55 H). Depending on the project and the size of the contracting firm, these requirements may include posting:

- The contractor's Nondiscrimination Policy (required by FHWA Form 1273/DOT&PF Form 25-55 H)
- The Fair Labor Standards Act poster (required by 29 USC 211)
- The Family & Medical Leave Act poster (required by 29 CFR 825.300 and 825.300)
- The Occupational Safety and Health Act poster (required by 29 CFR 1903.2)
- The Davis-Bacon Act poster (required by FHWA Form 1273/DOT&PF Form 25-55 H)
- The Equal Employment Opportunity poster (Executive Order 11246)
- The Employment Polygraph Protection Act poster (required by 29 CFR 801.6)

The CRO's Contract Compliance Office will attempt to connect with contractors in advance of the CCR taking place, as required by law, and as always, the CRO's Contract Compliance Office is happy to answer any questions you may have.





Civil Rights Office Modifies its Good Faith Effort Process

On February 1st, 2014, the Alaska DOT&PF implemented a new process for evaluating a prime bidder's good faith effort (GFE) to meet the DBE Utilization Goal. This new process was implemented after several months of discussion with the contracting community, including DBEs, the Associated General Contractors, and several representatives from some of Alaska's most prominent prime contractors. After much debate, along with internal discussions, the DOT&PF gained approval from all federal U.S. DOT modes, and implemented a new process.

This new process requires additional efforts on the part of DBE firms. To be a mandatory GFE contact, DBEs interested in bidding on a project must register on each project's Plan Holder's Self-Registration List, within seven days of the project's advertised date. All DBEs signing up on the plan holder's list outside of this 7 day window will be treated as non-mandatory contacts. Only DBEs registering as subcontractors on a project will be mandatory contacts; DBE suppliers or DBEs interested in bidding the project as a prime contractor will not be mandatory contacts.

For more information, please review the modified language for the DBE program, available on the CRO's website. There is also a guide to the new process available on the CRO website. And, as always, the CRO's Contract Compliance Office is happy to answer any questions you may have.

Written by: Sean Skibbie-Contract Compliance Officer

Did you know

The maximum amount a DBE can be reimbursed for the 50% Reimbursement Program is now \$1500

Attendee taking notes at Planholder's training held at Associated General Contractors conference room





CE RTIFICATION UPDATES

Work Category List

Review your **Work Category List** to ensure your Work Categories, as listed in the online DBE Directory @ <http://dot.alaska.gov/cv/rts/index.shtml> and your North American Industry Classification System (NAICS), accurately reflect the primary duties of your business and accurately reflect any special/professional licensing that you, as the DBE owner, are currently licensed to perform. You can contact us any time with any questions regarding your DBE Certification if your business has performed new types of work, as listed on the Work Category List. We will let you know what we need from you to be able to add a new category to your profile in the DBE Directory!

Annual Affidavit

Approximately thirty days before the anniversary date of your firm's certification as a DBE, the Civil Rights Office (CRO) mails the "No Change Affidavit" and document checklist to be completed and submitted to remain certified as a DBE. By submitting the affidavit and accompanying paperwork, the DBE owner is affirming that there has been no change in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements. The affidavit also affirms that the business continues to meet the Small Business Administration (SBA) business size criteria and the overall gross receipts cap.

The process has been streamlined so that your firm does not have to provide a long list of information every year.

Annual Checklist:

- ◆ Current Business Information form
- ◆ Annual "No Change Affidavit"
- ◆ Current business income tax return.

Tri-Annual Checklist:

- ◆ Current Business Information form
- ◆ Annual "No Change Affidavit"
- ◆ Employee Lis
- ◆ Personal Net Worth Alaska Affidavit
- ◆ Current Individual and Business Income Tax Returns.

(During the Tri-Annual review our office will schedule an on-site visit to the office of your firm and job site if available in the local area per CFR 49 26.83.)

It is critical that this office always have current contact information to include your mailing and email address, and business, fax, and cell phone numbers. If you have any questions regarding the Annual "No Change Affidavit" how to add a new Work Category, or to notify us of a change regarding your contact information email the Certification Staff at: corlotta.robinson@Alaska.gov or ann.pham@alaska.gov or call 269-0851.



Disability Etiquette 101

Since I have taken the position as the Alaska Department of Transportation and Public Facilities Americans with Disabilities Act Coordinator, I have received numerous trainings over countless hours. These trainings have provided me with extensive technical knowledge of the ADA, its regulations and guidelines, and requirements for compliance.

Technical knowledge is great. It provides a set of rules, standards, and/or specifications that one can look at and follow. However, technical knowledge doesn't address how to interact with the people that those standards and specifications were created to assist. Below is, in my opinion, a list of the 10 most important things to remember when engaging or interacting with a person with a disability.

1. Put the person first. A person with a disability is a person first. They are not their disability. In other words don't refer to him/her as a "disabled person", rather say "person with a disability."
2. When talking to someone with a disability, speak directly to him or her. Make eye contact, look at them directly in the face, and engage in the conversation.
3. Don't be embarrassed if you happen to use a common expression such as "See you later" or "I've got to run," that seems to relate to the person's disability – unless you are doing it on purpose.
4. A handshake is NOT always a standard greeting. When in doubt ask the person whether he or she would like to shake hands. A smile with a spoken greeting is always appropriate.
5. Don't mention the person's disability, unless he or she talks about it or it is relevant to the conversation.
6. Treat adults like adults.
 - Don't patronize or talk down to people with disabilities.
 - Don't lavish praise on a person with a disability for having the "courage" to overcome a disability.
7. Be patient and give your undivided attention, especially with someone who speaks slowly or with great effort.
8. Never pretend to understand what someone is saying. Ask the person to repeat or rephrase.
9. Relax. We all make mistakes. Offer an apology if you forgot some courtesy. Keep a sense of humor and a willingness to communicate.
10. Finally, treat the person how you would want to be treated. The old golden rule principle that we all seem to forget from time to time.

As a caveat, this is not a complete list of all the things you should do when interacting with someone with a disability, nor is this a "get out of jail free" card. Each situation you may find yourself in is different and each person you interact with is unique. You should approach both accordingly.

Written by: James Bauman - Title VI Specialist



Welcome New CRO Staff



Sean Skibbie is the CRO's Contract Compliance Officer, where he ensures that the Alaska DOT&PF and its contractors meet the requirements of the DBE Program. His background includes over 4 years of experience in government procurement, as well as several years of construction contracting experience in the

private sector. From Saint Paul, Minnesota, he holds a bachelor's degree from the University of Minnesota, as well as a law degree from the William Mitchell College of Law in Saint Paul.



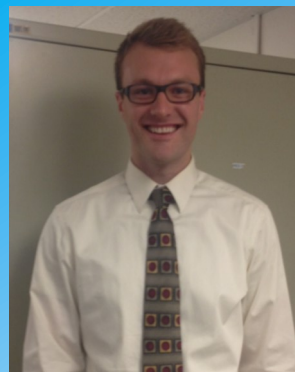
Ann Pham is a DBE Certification Specialist at Alaska DOT&PF, Civil Rights Office. She assists businesses with navigating the DBE certification process, conducts outreach, validates applications, and performs annual reviews

She received her B.A. from Alaska Pacific University.



Jamie Blakeslee is the Administrative Assistant for the CRO. She was born and raised in Anchorage Alaska. She is an avid lover of the outdoors, and can be found most weekends hiking all over the state with her Alaskan Malamute Cognac. She is very excited to be working for

the State of Alaska, and looking forward to the opportunities this new employment will bring.



Adam Marks is the Civil Rights Research Analyst. He joined the CRO in March of 2014, bringing with him a background in finance and banking.

Adam originally hails from Minnesota where he attended and earned a BS in Applied Economics from the University of Minnesota.

Adam enjoys downhill skiing, reading, and biking.



Jason Dowdy is the DBE and OJT Support Services Specialist. He provides DBEs with critical tools and resources to enhance their business success. His background includes 2 years of experience as an Equal Opportunity Advisor for hospital command in the U.S. Army, a radiographic technician, a communication specialist, and is also a Combat Veteran. A native of New York, he received his BS in Justice Administration from Wayland Baptist University.



Welcome & Congratulations New DBEs

SAVANT CONSULTING, INC.

PAUL JONES

Custom Computer Programming Services

prjones05@gmail.com

DOON TECHNOLOGIES INC.

Meenu Gupta

Custom Computer Programming Services

doon@doontec.com

ANDERSON CONSTRUCTION COMPANY LLC

Gordon Pullar

Site Preparation Contractors

gpullar@koniag.com

SENA'S PROFESSIONAL PAINTING LLC

Christina Sena

Painting and Wall Covering Contractors

AGNEW & BECK CONSULTING LLC

Thea Agnew Bemben

Other Scientific and Technical Consulting Services

admin@agnewbeck.com

ADESCO

RANDOLPH ZIMIN

Site Preparation Contractors

ADESCOAK@YAHOO.COM

BJ MOSELY LLC

Wayne Mosely

Administrative Management and General Management Consulting Services

wayne@bjmosely.com

BRICE ENVIRONMENTAL SERVICES CORPORATION

CRAIG JONES

Remediation Services

craigj@briceenvironmental.com

JACOBSEN/DANIELS ASSOCIATES, LLC

Bradley Jacobsen

Darryl Daniels

Administrative Management and General Management Consulting Services

certificaiton@jacobsendaniels.com

Visit the DBE Directory <http://www.dot.state.ak.us/cvlrts/directory.shtml> for all DBE contact information and descriptions.

Prime Contractor Spotlight

Do you know a prime contractor who has gone above and beyond to work with DBEs? Please send your submission to Support Services! We'll take in your consideration for the third quarter Transporter.

Email: norma.lucero@alaska.gov

Call: (907) 269-0844

Want to be a DBE?

Call the Civil Rights Office
(907) 269-0851 or 1-800-770-6236
(within Alaska)

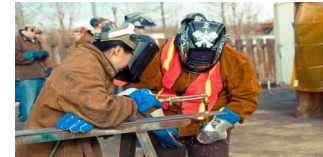
Ask to speak with a **Certification Specialist**.



Civil Rights Office On The Job Training Program Support Services (OJT/SS)

The FHWA On-the-Job Training (OJT) Program requires state DOTs to establish apprenticeship and training programs targeted to move women, minorities, and disadvantaged individuals into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of these groups in highway construction skilled crafts.

The DOT Civil Rights Office OJT/SS provides training opportunities for women, minorities, and disadvantaged individuals by setting OJT goals on federally funded projects. In addition, we partner with industry stakeholders, schools and construction organizations to raise the career level awareness by hosting Alaska Construction Career Days to over 800 students on an annual basis for the Anchorage & Matanuska School Districts, Kenai Peninsula Borough School Districts and Ketchikan Borough School Districts. This day long event gives students a full day of hands-on equipment demonstration,. This event allows students to explore and engage in welding, heavy equipment operating, electrical, pile driving, trucking, carpentry, painting and much more. For more program information visit: www.alaskaconstructioncareerdays.org



The OJT/SS also plays an instrumental role in career readiness programs such as Build Up Alaska. In partnerships with local unions, non-profit agencies and construction companies, this program takes young adults through 3 weeks of construction training. Once the training is completed the participant is issued a certificate of completion that includes an OSHA 10, Safety and CPR card. This year a total of 12 individuals participated in Build Up Alaska; of which more than half went on to a registered apprenticeship program.

Written by Norma M Lucero



Explore the Opportunities - Get Involved

www.earnandlearnak.org





“Companies grow when the people inside them grow first.”

Geoffrey James, author of *How to Say It: Business to Business Selling*.

Website—<http://geoffreyjames.com/>

Online Articles—<http://www.inc.com/author/geoffrey-james>

It is the policy of the Alaska Department of Transportation to ensure compliance with Title VI of the Civil Rights Act of 1964; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability or national origin.

The State of Alaska Department of Transportation & Public Facilities (DOT&PF) complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications should contact the DOT&PF Civil Rights Office Title VI Specialist, James Bauman, at (907) 269-0852, or TDD 711 to make any necessary arrangements.

The **Transporter** is a publication of the Alaska Department of Transportation & Public Facilities

Civil Rights Office

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Send comments to: norma.lucero@alaska.gov